

Board of Game and Inland Fisheries
October Meeting Minutes
4000 West Broad Street, Board Room
Richmond, Virginia 23220

October 20, 2011
9:00am

Present: Mr. J. Brent Clarke, III, Chairman, Mr. F. Scott Reed, Jr., Vice-Chairman, Mr. Randy Kozuch, Mr. James W. Hazel, Ms. Mary Louisa Pollard, Ms. Lisa Caruso, Mr. Leon O. Turner, Sr., Mr. Curtis Dixon Colgate; **Absent:** Mr. Charles Yates, Mr. John Montgomery and Mr. Ward Burton; **Executive Director:** Mr. Robert "Bob" W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Lee Walker, Mr. David Whitehurst, Mr. Larry Hart, Mr. Tom Gelozin, Dr. Joice Conyers and Colonel Dabney "Dee" Watts; **Legal Counsel:** Mr. Ryan Brown.

[\(Listen: Call to Order and Welcome\)](#)

The Chairman called the meeting to order and noted that a quorum was present. The mission statement was read into the record by Mr. Leon O. Turner, Sr. and the Continuity of Operations (COOP) Team led the Pledge of Allegiance.

[\(Listen: Recognition of Delegate Harvey Morgan\)](#)

The Chairman recognized Delegate and Mrs. Harvey Morgan who were in attendance at the meeting. The Chairman called on the Director who recognized Delegate Morgan for his years of service to the Virginia General Assembly and for his leadership on the House Agriculture, Chesapeake, and Natural Resources Committee. The Director presented Delegate Morgan with a special gift from the Agency.

The Chairman proceeded with the Agenda and called on the Director for Recognition of Employees and Others.

Recognition of Employees and Others: [\(Listen\)](#) The Director called on Ms. Donna Pletch, who is the Manager of the State Planning Assistance Branch, with the Virginia Department of Emergency Management (VDEM). Ms. Pletch briefly explained the purpose of the Continuity of Operations Plan (COOP) and the achievements of the DGIF COOP Team. Ms. Pletch introduced the DGIF COOP Team members:

- ❖ Tom Wilcox - COOP Coordinator
- ❖ James Adams - Asst. COOP Coordinator
- ❖ Lt. Col. Mike Clark - Emergency Coordination Officer (ECO)
- ❖ Captain Joe Pajic - Alternate ECO
- ❖ Lorraine Bass - Communication
- ❖ Robert Schmidt - Building Security
- ❖ Tom Gelozin - Accounting
- ❖ Vonne Carter - Human Resources
- ❖ Mereme Martin - Human Resources
- ❖ Karen Tuck - Purchasing
- ❖ Julia Dixon - Information
- ❖ Beth Drewery - Administrative
- ❖ David Simmons - IT Support
- ❖ Chandra Griffin - IT Support
- ❖ Eddie McAndrew - VITA, IT Support

The Chairman and Director thanked Ms. Pletch for her remarks and attendance at today's meeting.

The Director called on Mr. David Whitehurst, Director of the Bureau of Wildlife Resources to present staff recognitions for the Wildlife Bureau. The following recognitions were presented:

- ❖ Mr. Alan Weaver, Aquatic Biologist of the Year
- ❖ Mr. Gary Costanzo, PH.D., Terrestrial Biologist of the Year
- ❖ Ms. Chris Butor, Administrative Specialist of the Year
- ❖ Mr. John Kirk, Lands & Facilities Specialist of the Year.

The Chairman and Director congratulated everyone on their awards and thanked them for their service and dedication to the Agency.

The Director called on Mr. Larry Hart, Director of Infrastructure, to recognize the collaborative effort between DGIF and Virginia Interactive. This effort received the Governor's Technology Honorable Mention Award in the "Online Not In Line" category for its "HuntFishVA" application. Team members from Virginia Interactive included:

- ❖ Mike Galgano
- ❖ Mark Elmendorf
- ❖ Beth Shoup
- ❖ Cuong Trieu
- ❖ Teresa Yang

Joining in the effort from the Agency were:

- ❖ Doreen Richmond
- ❖ Carman Houston
- ❖ David Murr
- ❖ Tim Tassitano
- ❖ Julia Dixon

The Chairman and Director congratulated everyone who worked on the project to make it a huge success.

Public Comments – Non-agenda items: ([Listen](#)) The Chairman called for Public Comment on non-agenda items and call attention to the need to limit individual comment to 3 minutes and comments supporting a group to 5 minutes. The Chairman will remind everyone wishing to make a comment to move to the podium so all comments can be made a part of the record and to state their name and city.

All persons requesting to make public comment on agenda items are requested to complete the Department of Game and Inland Fisheries Board Meeting Comment Form. This form requests the following information: Date; Topic of Discussion; Name and address; Telephone number; Whether or not you are representing a group and, if so, the name of the group represented; Are your comments for or against the proposals; other.

Mr. Todd Cocker, who represented the Virginia Waterfowler's Association, presented the Agency with an award.

Mr. Curt Lytle, Zuni, Virginia, spoke regarding the loose hound problem.

Ms. Marika Byrd, Glen Allen, Virginia, made a donation to the K-9 Unit.

Mr. James Slaughter, Rocky Mount, Virginia, who represented the Virginia Conservation Police Association, presented the DGIF Board Members commemorative hunting knives.

Ms. Kathy Funk, Greenville, Virginia, who represented the Rocky Mountain Elk Foundation, spoke in support of elk restoration.

The Chairman thanked everyone for their comments and attendance at today's meeting.

Approval of the August 16, 2011 Board Meeting Minutes: ([Listen](#)) The minutes of the August 16, 2011 meeting have been distributed and posted to the website for review. The Chairman called for a motion to approve the minutes of the meeting as presented. Mr. Colgate the following motion: Mr. Chairman, I hereby move the minutes of the meeting be approved as presented. Motion Seconded by Mr. Hazel. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.

Committee Reports: The Chairman called for Committee Reports.

([Listen: Finance, Audit and Compliance Committee Report](#))

Mr. Curtis Dixon Colgate, Chairman of the **Finance, Audit and Compliance Committee**, reported on the activities of the October 12, 2011 meeting.

- ❖ Mr. Gelozin presented the End of Year Report – FY11; First Quarter Reports FY12 ([View Presentation](#))
- ❖ Mr. Matt Koch presented the Staff Recommendation on Multiple Years License Proposal for Final Action ([View Presentation](#)).
Mr. Colgate made the following motion:
Mr. Chairman, I move that pursuant to § 29.1-103 subsection 16 and § 29.1-328 of the Code of Virginia that the Board adopt the amendment to 4 VAC 15-20-65 to offer reduced pricing for customers who purchase two, three, and four year resident hunting, trapping, or fishing licenses as recommended. The cost for each additional year of privilege over the first will be \$1 less than the cost of an annual license. This will become effective January 1, 2012. Motion Seconded by Mr. Reed. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.
- ❖ Mr. Colgate presented the Internal Audit Plan for FY12 for final action by the Board.
Mr. Colgate made the following motion:
Mr. Chairman, I move that the Board adopt the Internal Audit Plan for Fiscal Year 2012 as approved by the Finance, Audit, and Compliance Committee on October 12, 2011. Motion Seconded by Mr. Reed. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.
- ❖ Mr. Colgate presented the Internal Audit Charter for final action by the Board.
Mr. Colgate made the following motion:
Mr. Chairman, I move that the Board adopt the updated Internal Audit Charter as approved by the Finance, Audit, and Compliance Committee on October 12, 2011. Motion Seconded by Mr. Reed. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.

The next committee meeting will be announced. The Chairman thanked Mr. Colgate for his report.

([Listen: Wildlife and Boat Committee Report](#))

Ms. Lisa Caruso, Madam Chairman of the **Wildlife and Boat Committee** presented the following items for action:

- ❖ Dr. Steve McMullin presented the final report on the Wildlife Management Area Study ([View Presentation](#)). The Board Chairman called for public comment. Hearing none, the Board Chairman called for a motion.

Ms. Caruso made the following motion:

Mr. Chairman, I move that the Board accept the Virginia Wildlife Management Area Study report as presented and have the Director have staff incorporate the goals and principles identified in the report in the future development of management plans. Motion seconded by Mr. Hazel. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.

Ms. Pollard departed at 11:45am.

- ❖ Mr. Tom Guess presented the staff recommendations-Boater Safety Education Course Provider Requirements for final action by the Board ([View Presentation](#)). The Chairman called for public comment.

Mr. Bruce Dungan, Union Hall, Virginia, spoke regarding the recommendation.

The Chairman thanked Mr. Dungan for his remarks and called for a motion.

Ms. Caruso made the following motion:

Mr. Chairman, I hereby move that the Board adopt the boating regulation amendments as presented today, to become effective January 1, 2012. Motion Seconded by Mr. Hazel. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate, Turner and Pollard.

The next committee meeting will be announced. The Chairman thanked Ms. Caruso for her report.

([Listen: Education, Planning and Outreach Committee Report](#))

Mr. Hazel, Chairman of the **Education, Planning and Outreach Committee**, reported on the activities of the October 12, 2011 meeting. The Committee received the following reports:

- ❖ 2012 Legislative Update
- ❖ Media Services Quarterly Report
- ❖ NASP/Explorer Bow Update

The next committee meeting will be announced. The Chairman thanked Mr. Hazel for his report.

Closed Session: ([Listen](#)) The Chairman called for a motion to go into closed session.

Mr. Hazel made the following motion:

Mr. Chairman,

I hereby move that the Board of Game and Inland Fisheries go into a closed meeting pursuant to Section 2.2-3711.A.1 of the Code of Virginia for discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointee, or employees of the Department of Game and Inland Fisheries specifically regarding:

- ♦ **The performance of the Director.**

This closed meeting will be attended only by members of the Board. However, pursuant to Section 2.2-3712(F), the Board requests counsel, the Director of the Department, the Chief Operating Officer, the DGIF Infrastructure Division Director, the DGIF Human Resource Director, the Wildlife Resources Bureau Director and the Wetlands Biologist to attend this closed meeting as it believes their presence will reasonably aid the Board in its consideration of the topics that are subjects of this closed meeting;

And

Pursuant to Section 2.2-3711.A.3 of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property with respect to:

- ♦ **A possible land purchase located in Accomack County, Virginia.**

([Listen: Certification of the Closed Session](#))

The Chairman called for the Certification of the Closed Session. Mr. Hazel made the following Certification:

**Certification of Closed Meeting
October 20, 2011**

WHEREAS, the Board of Game and Inland Fisheries conducted a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Game and Inland Fisheries hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

The Chairman called on the Board Secretary to conduct the voice roll call vote:

- ❖ Turner – Aye
- ❖ Colgate – Aye
- ❖ Clarke – Aye
- ❖ Reed – Aye
- ❖ Hazel – Aye
- ❖ Caruso – Aye
- ❖ Kozuch – Aye

The Chairman called on Mr. Colgate for a motion. Mr. Colgate made the following motion:

Mr. Chairman, I hereby move that the Board of Game and Inland Fisheries authorize the Director to acquire approximately ±460 acres of land in Accomack County, Virginia, and such acquisition shall be according to applicable state procedures, state approvals, and subject to the availability of grant funds. Motion Seconded by Mr. Hazel. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate and Turner.

Director's Report: ([Listen](#)) The Chairman called on the Director for his report. The Director reported on the following items:

- ❖ The Agency's MEL (Maximum Employment Level)
- ❖ 2, 4 and 6% Budget Savings Request
- ❖ Kill Permit Study Report
- ❖ Big Woods WMA Dedication
- ❖ New Headquarters Update
- ❖ 6th Basic Law Enforcement Graduation and Field Assignments

The Chairman thanked the Director for his report.

Chairman's Remarks: ([Listen](#)) The Chairman thanked everyone and presented the 2012 Board Meeting Schedule for adoption. **Mr. Hazel made the following motion: Mr. Chairman, I hereby move the 2012 Board Meeting Schedule be adopted as presented. Motion Seconded by Ms. Caruso. Ayes: Clare, Reed, Kozuch Hazel, Caruso, Turner and Colgate.**

Additional Business/Comments: ([Listen](#)) The Chairman called for any additional business and comments from the Board. Mr. Colgate requested a workshop next spring to discuss legislative issues for 2013 General Assembly session.

Next Meeting Date: The Chairman announced the next meeting will be on January 31, 2012 beginning at 9:00am.

Adjournment: ([Listen](#)) The Chairman called for a motion to adjourn. **Mr. Reed made the following motion: Mr. Chairman, I hereby move the meeting be adjourned. Motion seconded by Mr. Colgate. Ayes: Kozuch, Caruso, Hazel, Reed, Clarke, Colgate and Turner.**

Respectfully submitted,

Beth B. Drewery, Secretary
Board of Game and Inland Fisheries